

Q. 1. Do you have a policy and procedure for library sanitization, hygiene, and social distancing to fight COVID-19?

Y = 9 N = 10

- If so, will you share? Y = 1
- Would you like help developing one if not? Y = 2

Note: replies noted that plans are more procedural than policies and many are currently under development.

Q. 2. Do you have an emergency preparedness plan that includes contingency staffing?

Y = 9 N = 10

Q. 3. When/how are you reviewing and revising these plans?

<i>the emergency preparedness plan does not include contingency staffing, but the plan in place is reviewed annually.</i>
<i>we are in the process of finalizing our process</i>
<i>under county purview</i>
<i>we review biannually; we'll need to add a pandemic section since the focus was on fire, earthquake and flooding, etc.</i>
<i>we are constantly reviewing these plans in conjunction with our City's emergency management department, and revising as needed.</i>
<i>our board approved a Pandemic Preparedness Plan in March- we didn't have one previously. We will likely update it to reflect what we've learned during this time, then it will be reviewed and updated regularly with all the policies</i>
<i>currently we are still developing this plan</i>
<i>these are new plans that were created because of the new situation we find ourselves in now. We are reviewing them with our board as we move forward.</i>
<i>whenever new info from the county comes in</i>
<i>this week</i>

Q. 4. Will library hours of operation be changed?

Y = 15 N = 3

<i>Likely online only option for students. Perhaps limited hours for students only.</i>
<i>We have been open with restrictions the whole time.</i>
<i>We would like to reduce hours as we move into Phase I and then increase as needed. Medical experts say to prepare for a resurgence.</i>
<i>Reduced in-person summer hours. Expanded virtual reference hours.</i>
<i>Open to the public 4 hours a day, cleaning of materials and building before and after hours</i>
<i>Fewer evening and weekend hours</i>
<i>We will be consolidating branch hours from 6 days per week, to 4 days per week. This increases our staff during hours of operation to work on crowd control and proper sanitation procedures.</i>
<i>Initially we will be offering curbside holds pick up with limited hours. We have not identified our open hours for when we let public back into the building, but that will likely be limited in the early phases as well.</i>
<i>We may have shorter open hours (still discussing) and will be limiting access to UNLV faculty, staff and students (we probably will not be open to the public community until later in the year)</i>
<i>M-F 9-6</i>
<i>First hour will not be open to the public so staff can clean and organize daily</i>
<i>During phase I we will have curbside service only, for 6 hours per day</i>
<i>Seniors and other vulnerable populations</i>
<i>Monday – Friday, no nights or weekends</i>

Q. 5. Do you anticipate needing resources to assist with crowd control?

Y=7 N=12

<i>Signage</i>
<i>Stanchions or posts for patrons to line up 6' apart</i>
<i>Maybe see if a sheriff deputy can be out in front of the library when we first reopen limiting number of patrons in the building</i>
<i>Working with campus to provide queuing stanchions, signage, sneeze guards, etc.</i>
<i>We should be OK with staff, since we are consolidating hours, but we need proper floor and wall signage</i>
<i>Assistance from our security guards, staff that are scheduled specifically for guiding people in the building as it relates to social distancing , signage, barriers</i>
<i>Masks for patrons to wear when we do reopen to the public</i>

Q. 6. Will you have special hours for: Check all that apply

Students	2
Job searching	1
Job training	2
Seniors	7
Vulnerable populations	5
Other	1

Q. 7. Will library operations budget be amended to provide for necessary resources to accommodate operational changes (i.e. sanitizing, programming, additional/different supplies)?

Y = 6 N = 13

If so, what line items?

<i>Janitorial supplies</i>
<i>CSN is providing many needed supplies, so I'm sure about the direct effect on the library budget, but probably our operational lines.</i>
<i>We will have much less money when this is over, any supplies will come from my existing supply budget</i>
<i>Not replacing a full-time staff member</i>
<i>Library services and supplies</i>
<i>Unsure, still in progress</i>
<i>Our county emergency management will take care of majority of; otherwise, it will come under services and supplies</i>
<i>Our budget was cut. We'll have very limited resources to purchase anything</i>
<i>Our budget is being amended down</i>

Q. 8. Will prohibited actions/general conduct in your current library policy be amended?

Y = 7 N = 11

<i>No plans right now, that could change as situations arise.</i>
<i>The standing policy will not be amended but we may have a special policy pertaining to COVID-19</i>
<i>No loitering – sitting in the library all day like many patrons were doing.</i>
<i>We will add policies about the need for social distancing, face masks and queuing, etc.</i>
<i>We haven't explored this yet. I believe adhering to social distancing guidelines can be covered under our existing policies, but we haven't begun to look at this yet.</i>
<i>Most likely, but this is still under discussion</i>
<i>If a patron is visibly ill library staff will ask them to leave the building</i>
<i>Social distancing will be stressed, patrons will be advised not to loiter</i>
<i>Library transaction by phone and email are permitted during this time</i>

Q. 9. Will programs and services be amended from your current operational plan? Check all that apply and if so, how:

Reference assistant	9
Readers advisory	5
Interlibrary loan	5
Loan periods	5
Renewals	4
Reserves	5
Story times	12
In person programs	15
Outreach services	8
Internet access	8
Teacher and School Programs	5
Collection Development	7
Other	2

<i>Continuing not processing tangible items for ILL, likely suspend computer access and printing</i>
<i>No loitering on computers, complete your work then leave</i>
<i>There will be no in person programs or story hours until possibly fall</i>
<i>Not as much assistance, no interlibrary loans, no story time, no in person programs, outreach will go up. We are trying to set up a computer at low income apartments so patrons can access the online catalog and use curbside service.</i>
<i>Most processes will be done online and remotely; all in person programs ceased for now.</i>
<i>We will be allowing students to take technologies off campus</i>
<i>No story time or in person programs, internet access only where they can be 6' apart, no money for books/our spending is cut off</i>
<i>No story times during summer along with other programs, longer renewals, reserve material for curbside pick up</i>
<i>No group activities or gatherings, online reference assistance via email and chat only, extended loans to reduce need to come to the library</i>
<i>We will be diverting a larger portion of our collection development funds from physical collections to databases, and we will be investing time and resources to digital programming. Through this process, we will be expanding our options for communicating directly with the public</i>
<i>I anticipate much of our reference assistance and readers advisory happening via phone and internet. Loan periods have been extended. We are looking at introducing automatic renewals, holds will be picked up via curbside method initially, we are exploring a variety of options for online programs- all person programs are suspended through Aug. 2020 (subject to extension) all outreach services are currently cancelled, with school not being in session only support through virtual resources is currently being offered, our collection funds are shifting to support digital needs – we see how circulation of materials is impacted as we reopen.</i>
<i>Reference assistant. Reserves. In-person programs. Outreach teacher services. School programs. When physical items are returned, there will be a longer period before they can be checked out. Books and paper items will be held for 48 hours before circulating. Plastic items like anatomical models will be cleaned before circulating again.</i>
<i>The Humboldt County library has stopped all in person programming and will continue to do so for the foreseeable future, including but not limited to story time, STEAM programming, teacher visits and adult programs. We have stopped interlibrary loans like many other libraries in hopes that we will not be spreading germs. Collection development has been paused for now based on current budget restraints. Internet access has been and will continued to be accessible in our parking lots, but we will be limited to four computers when reopening with a strict appointment only policy which will give time to clean computers between patrons.</i>
<i>No interactive programs will take place until all clear</i>

<i>The library is closed to the public during phase I, with curbside service, telephone and online services. All programs are suspended or online.</i>
<i>ILL budget was cut, we won't be able to send / loan periods and fines waived or extended. No story times, hoping to restart some in person programs but might not be able to</i>
<i>This is all still a moving target. It is all dependent on how things go and change day to day. Too soon to tell at this point.</i>
<i>We will likely refrain from "going out" into the collection to assist patrons if we are able to do so behind a glass divider, we have in place in our library that separates the staff area from the public. When we do have to go out, we'll be wearing masks and gloves. As for outreach, we will not be doing in-person trainings either in our building or at other locations. We will attempt to make use of something like Zoom or BlueJeans to do any training we may offer. Internet access at our public computers will involve getting plastic keyboard covers that are easily cleaned. We will also be taking 2 of our public computers out of commission so we can implement social distancing between workstations.</i>

Q. 10. Will equipment use be amended from your current operational plans and policy? Check all that apply

Computers	14
Printers	5
Copiers	6
Other	2

Please give details as to how to items checked above will be amended from your current operational plans and policies.

<i>No loitering on computers, complete your work and leave</i>
<i>Time limit on computers, limit patrons waiting for computers, copiers or fax</i>
<i>Initially none will be available for use. As we move forward, we will introduce usage.</i>
<i>WE will allow students to take technologies off campus</i>
<i>Spaced 6' and wiped down after each use, where possible</i>
<i>Patrons will be able to make their own copies, using an old copy machine, computer time will be for business purposes only, unemployment, job searching no gaming on computers</i>
<i>Trying to figure out a sanitation process</i>
<i>We will be closing certain computers down to accommodate for social distancing. Will also be looking into providing a certain amount of free prints and copies a day, to lessen staff contact with change.</i>
<i>Limiting the number of available computers when we reopen to adhere to social distancing guidelines. We'll also be reducing the amount of time that people can use the computer from 90 minutes to 30 minutes initially to meet demand with fewer resources</i>
<i>Discussing shutting down every other computer, to increase social distancing</i>
<i>Computers and printers will be limited to four total - with a strict appointment only policy. This will give staff time to clean computers and printers between appointments. Each appointment will be limited to 1 hour per policy already in place</i>
<i>Computers will be spaced, computing time limited, and computers and printer cleaned between uses</i>
<i>Patrons need to wash hands before using computers</i>
<i>Too soon to tell</i>
<i>Remove two of the six public computers to make sure there are 4 work stations 6' apart</i>

Q. 11. Have staff been trained on and demonstrated competency in general standard precautions related to social distancing and hand washing?

Y= 13 N=6

Q. 12. Are their hand washing stations in the library, besides the restrooms?

Y = 5 N = 15

Q. 13. Do staff members know when to use alcohol-based hand rub vs. washing with soap and water?

Y = 14

N = 5

Q. 14. Do you have resources to purchase and locate cleaning supplies?

Y = 15

N = 4

If no, what is the estimated amount needed for the next 6 months?

<i>We desperately need Clorox wipes or equivalent and masks – no idea of the amount but at least 12 tubs of wipes for each branch and our patron count will be around 16,000 in that period</i>
<i>WE would like greater availability – we have some supplies we were able to order and receive. We have orders with our janitorial company that are currently on back order.</i>
<i>We are unsure, as this depends on university level decisions, first but we are currently checking on this and pricing options</i>

Q. 15. Do staff have a scheduled protocol for routine cleaning and disinfecting surfaces?

Y = 14

N = 5

Q. 16. Are certain team members dedicated to sanitation measures (i.e. wiping self-check stations, light switches, door jambs, tables, computers, building entry locks, etc.)?

Y = 9

N = 10

Q. 17. Do you have ample trash receptacles?

Y = 18

N = 0

Q. 18. Have areas been demarcated at 6 feet distances?

Y = 8

N = 11

Q. 19. Are you implementing curbside pickup?

Y = 13

N = 6

If yes, what will be circulated? (check all that apply)

Materials	12
Printouts/photocopies/faxes	4
Crafts and children's activities	4
Summer learning packets	3

Q. 20. Do you have resources to purchase and locate Personal Protective Equipment (PPE)?

Y = 13

N = 6

If no, what is the estimated amount needed for the next 6 months?

<i>Need gloves for staff, we have none. If we got each staff member 2 boxes, we would need 20</i>
<i>\$500, finding masks and gloves is nearly impossible</i>
<i>County provides this</i>

Q. 21. Do staff know what PPE should be used at the library for what task?

Y = 13

N = 6

Q. 22. Where do staff dispose of PPE after use?

<i>Dedicated trash receptacle then closed and disposed in the dumpster.</i>
<i>Trash receptacles designated for this, emptied daily</i>
<i>Trash receptacle near staff entrance</i>
<i>Staff trash can</i>
<i>Special receptacle near staff exit</i>
<i>We don't have a special place for this</i>
<i>When we return to work staff will dispose of PPE in garbage cans</i>
<i>Unsure yet, but we are actively developing policies</i>
<i>Trash can below circ desk</i>
<i>Designated trash bag, deposited into outside trash each night</i>
<i>Garbage</i>
<i>Trash</i>

Q. 23. Does this pose a transmission risk?

Y = 2 N = 13

Q. 24. Are hand washing hygiene supplies located proximately?

Y = 15 N = 3

Q. 25. If PPE supplies run out, do staff know who to contact?

Y = 16 N = 3

Q. 25. Do you have alternative PPE and supply strategies?

Y = 16 N = 3

Q. 26. Who is responsible for ordering more supplies?

<i>Co-directors</i>
<i>County</i>
<i>Director</i>
<i>Directory maintenance manager</i>
<i>Institution / admin assistant</i>
<i>Amy Geddes – but I don't have a resource</i>
<i>Director</i>
<i>Building manager</i>
<i>Director, branch manager or through the City Emergency Operations Committee</i>
<i>Library business manager and his assistant</i>
<i>Director / assistant director</i>
<i>Emergency Management for county</i>
<i>county</i>
<i>Each branch manager</i>
<i>Library director</i>
<i>Director</i>

Q. 27. Do the staff know the different types of transmission-based precautions for:

Circulating materials	18
Staff interaction	18
Personal hygiene and hand washing	18
Social Distancing	18

Q. 28. How will you notify appropriate staff of their responsibilities in these circumstances?

<i>Email or conversation</i>
<i>Morning staff meeting</i>
<i>We are a small staff</i>
<i>Email and training webinars</i>
<i>Shared opening procedures and supervisor direction</i>
<i>Weekly video meetings, email, phone calls</i>
<i>Email and zoom</i>
<i>In person and online meetings</i>
<i>Managers will directly communicate with their teams when we return</i>
<i>Emails revised policies related to the pandemic, and library-wide online meetings. Also trusting division directors and department heads to spread information to their staff</i>
<i>We are working with our board and staff to write out designated job descriptions</i>
<i>Talks with staff daily</i>
<i>Talking with them – trust</i>
<i>In person by phone and email</i>
<i>Talk, text, email</i>

Q. 29. How are staff monitored for compliance with precaution?

<i>Staff looking out for each other</i>
<i>It is up to us to all monitor and step up to educate each other</i>
<i>Self</i>
<i>Daily health checklist with supervisors responsible for checking in</i>
<i>Management observes staff for compliance</i>
<i>Talks with staff, daily</i>
<i>Supervision</i>
<i>Nothing in place yet</i>

Q. 30. Do you have a procedure on patron screening and entry, including special circumstances under which a patron may receive focused support (i.e. help with job searches and/or student/school issues)?

Y = 14

N = 6

Q. 31. Will your library provide masks or face shields?

Y = 11

N = 8

Either way, who will be required to wear face coverings?

All staff 14

Public facing staff 6

Library patrons 3

Q. 32. What is your procedure for reporting a patron with known or suspected COVID-19?

<i>Contact supervisor</i>
<i>We have no procedure</i>
<i>The staff can't know if someone or suspected</i>
<i>State health nurse</i>
<i>Hadn't thought of that</i>
<i>CSN has a specific department</i>
<i>We don't have one</i>
<i>Campus protocols in place</i>
<i>Not fleshed out in city policy</i>
<i>Don't have on</i>
<i>Still determining</i>
<i>Still determining</i>
<i>Contact the county</i>
<i>Contact the local health department</i>
<i>Nothing in place yet</i>
<i>Sadly, these people might fall into our 'problem' patron category, in which case we contact the marshals who are our security staff at the court to handle these situations</i>

Q. 33. How are you enforcing practices including social distancing and hygiene?

<i>Keeping closed</i>
<i>Signage</i>
<i>Reminders about the 6' feet, and sanitizer available at the front desk</i>
<i>Signage</i>
<i>College wide communications</i>
<i>Rules and guidelines will be handed out when we open, maybe article in newspaper and on website</i>
<i>Taking temperatures and requiring face coverings for anyone entering our buildings. Personalized services will be provided by appointment only</i>
<i>I'm kind of torn about this. Part of me thinks that, beyond signage and floor demarcations, social distancing and hygiene for the public is not my responsibility. If they haven't learned what social distancing is by now, I'm not sure I'm going to be the one to magically get through to them. Same for hygiene</i>

Q. 34. How are patrons provided education on hygiene and social distancing while at the library?

Signage
Signage
In person. Once again small staff and know most of the patrons.
Signage
Through signage throughout the building
Verbally and through signage; CSN may also send out the college wide communications
Signs
Rules and guidelines will be handed out when we open, again maybe articles in newspaper
Signage and required online training for students, faculty and staff
We will use signage and simple directions from library staff
Patrons are not yet allowed into the library, but we will include signage for hygiene and social distancing, as well as verbal guidance from staff and our security guards on social distancing
Still determining
Signs up around the building. Staff will ask patrons if they would like a mask when entering the building
Staff interactions with patrons
flyers
Nothing in place yet

Q. 35. Will you limit the number of people in the building?

Y=18

N=1

Q. 36. How will you handle returned materials?

- quarantined 14

Q. 37. Do you have space?

Y = 7

Q. 38. How long will materials be quarantined? 10 @ 72 hours**Q. 39. Will you be providing plexiglass shields in your library?**

Y = 9 N = 8

If yes, where?

<i>Not sure</i>
<i>All desks, partitions at computer stations</i>
<i>At each service desk,</i>
<i>Reference, circulation and children's desk and between public computers</i>
<i>All face to face service points that cannot be eliminated</i>
<i>All public facing desks</i>
<i>Not sure if possible, we have ridiculously high ceilings by the desk</i>